



State of Alaska  
Department of Labor & Workforce Development  
Division of Business Partnerships  
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## Denali Training Fund Program Quarterly Progress Report

Funds for this project are provided by the Denali Commission and the USDOL and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

|                       |                                                 |
|-----------------------|-------------------------------------------------|
| Name of Organization: | Alaska Association of Municipal Clerks / 10-212 |
| Name of Project:      | Professional Development Training               |
| Reporting Period:     | 05/04/2010 – 06/30/2010                         |
| Contact Name:         | Betty Svensson                                  |
| Contact Number:       | (907) 586-1325                                  |

Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.

Signed by: Betty Svensson Dated 7/12/2010

The performance of this grant will be based upon the success achieved in relation to the goals established and approved by the Alaska Department of Labor, and will be reported in the Grantee's quarterly progress reports. Specific goals and objectives for this project are:

The Grantee will provide training for 13 individuals from rural Alaska communities to become Certified Municipal Clerks. Training will support clerks with skills and knowledge they need to facilitate the work of elected officials and community members. Confident clerks are more likely to stay in their positions and provide consistency and longevity in the management and operation of public infrastructure within their communities.

The states of Alaska, Oregon and Washington formed a partnership, the Northwest Clerks Institute (NCI). NCI is a University of Puget Sound based training program sanctioned by the International Institute of Municipal Clerks (IIMC). Through the IIMC, clerks can obtain their professional designation of Certified Municipal Clerk (CMC) and Master Municipal Clerks (MMC).

The institute offers progressive training in the basic elements of the clerk profession. Clerks are trained to successfully perform the essential function of their local government positions. The program is offered in four segments, Professional Development I – IV. Completion of I – III is required to obtain the Certified Municipal Clerk designation.

|                                                  |
|--------------------------------------------------|
| <b>TARGET POPULATION:</b> <b>13 PARTICIPANTS</b> |
|--------------------------------------------------|

Participants served to date: \_\_\_\_13\_\_\_\_

|                                               |
|-----------------------------------------------|
| <b>GOALS/OBJECTIVES ACCOMPLISHED TO DATE:</b> |
|-----------------------------------------------|

|                                                                      |
|----------------------------------------------------------------------|
| Please provide the appropriate data as indicated in the table below. |
|----------------------------------------------------------------------|

**Goal 1**        To improve employability skills through hands-on training experiences to prepare rural Alaskans for successful integration in to Alaska's workforce and to improve the skills of incumbent workers.

- |                       |                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Objective 1.1</b>  | Grantee identify individuals to receive training through application process.                                          |
| <b>Objective 1.2</b>  | Six participants successfully complete Professional Development Level I.                                               |
| <b>Objective 1.3</b>  | Six participants successfully complete Professional Development Level II.                                              |
| <b>Objective 1.4</b>  | One participant successfully complete Professional Development Level III.                                              |
| <b>Objective 1.5</b>  | Participants earn points toward Certified Municipal Clerks designation.                                                |
| <b>Objective 1.6:</b> | Participants maintain employment as a Municipal Clerk, Deputy Clerk or an Assistant Clerk in a rural Alaska community. |

| Goals & Obj. |   | Outcome                                                                       | # of Participants to be Served | Enter # of Participants Served to Date | Documentation                                                       |
|--------------|---|-------------------------------------------------------------------------------|--------------------------------|----------------------------------------|---------------------------------------------------------------------|
| 1            | 1 | Grantee identify individuals to receive training through application process. | 13                             | 13                                     | Maintain copies of applications and scoring on file for inspection. |
|              | 2 | Participants successfully complete Professional Development Level I.          | 6                              | 6                                      | Maintain copies of completion on file for inspection.               |
|              | 3 | Participants successfully complete Professional Development Level II.         | 6                              | 6                                      | Maintain copies of completion on file for inspection.               |
|              | 4 | Participants successfully complete Professional Development Level III.        | 1                              | 1                                      | Maintain copies of completion on file for inspection.               |
|              | 5 | Participants earn Certified Municipal Clerks designation.                     | 13                             | *see narrative                         | Maintain copy of certification on file for inspection.              |
|              | 6 | Participants employed in a rural Alaska community.                            | 13                             | *see narrative                         | Maintain letter of employment on file for inspection.               |

#### **NARRATIVE OF SERVICES:**

Provide a brief narrative of services provided this quarter by applicable Goal/Objective as listed above.

Thirteen Clerks applied for the training through an application process. Copies of all applications are on file and available for inspection. All participants successfully completed the Professional Development Level in which they were registered. All participants earned credit toward their Certified Municipal Clerks designation. All participants are employed by a municipality.

#### **ACCOMPLISHMENTS: SUCCESS STORIES:**

Provide a narrative of participant successes resulting from participation in your program. Please include photos.

All participants successfully completed their training and are still employed by their municipality. A couple quotes from participants include:

"Thank you very much, on behalf of the City of Emmonak. I can't say how much it meant to have the opportunity for this training." "Records Management (course liked best and why) – because we are in need of better management and I have no education/training on the subject. Was very pleased."-Emmonak

"Those guys rock! It is an awesome experience that has given me the additional confidence I needed to perform my job as a Deputy Clerk."-Homer

"This is a wonderful program, I highly recommend it."-Port Alexander

"Thank you for giving me the opportunity to learn more in my position.-Chefornak

When asked what the best course and why, Shishmaref answered, "Managing Human Resources because it has information that you need to abide by the laws, and employment information to learn from and go by for your job." "Thanks for the scholarship it really helped me make it there. Great opportunity for Clerks who need the training."-Shishmaref.

"The scholarship process went smoothly and I am very honored to have been selected to attend my first PD class to work towards getting certified." – Quinhagak

#### **PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:**

Describe the grant activities you expect to complete during the next quarter.

Grant activities are complete.

#### **ON TIME AND ON BUDGET:**

Are the grant activities progressing as planned? Are you within your budget? If not, what is the cause? What is the solution? How can we help?

All grant activities progressed as planned. We are within our budget.

#### **DEMOGRAPHIC DATA:**

List the number of trainees by their home community, the type of training, certification, training date, graduation date, and who will employ them upon completion of training this quarter.

| Number of Trainees | Home Community | Type of Training | Type of Certification | Training Dates     | Graduation Date | Commitment for employment after training |
|--------------------|----------------|------------------|-----------------------|--------------------|-----------------|------------------------------------------|
| 1                  | Emmonak        | PDI              | Certificate           | 6/6/2010-6/11/2010 | N/A             | Employed by City                         |
| 1                  | Alakanuk       | PDI              | Certificate           | 6/6/2010-6/11/2010 | N/A             | Employed by City                         |
| 1                  | Quinhagak      | PDI              | Certificate           | 6/6/2010-6/11/2010 | N/A             | Employed by City                         |

|   |                |       |             |                     |     |                  |
|---|----------------|-------|-------------|---------------------|-----|------------------|
| 1 | Chefornak      | PDI   | Certificate | 6/6/2010-6/11/2010  | N/A | Employed by City |
| 1 | Haines Borough | PDI   | Certificate | 6/6/2010-6/11/2010  | N/A | Employed by City |
| 1 | Houston        | PDI   | Certificate | 6/6/2010-6/11/2010  | N/A | Employed by City |
| 1 | Shishmaref     | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | Soldotna       | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | Denali Borough | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | Port Alexander | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | McGrath        | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | Adak           | PDII  | Certificate | 6/13/2010-6/18/2010 | N/A | Employed by City |
| 1 | Homer          | PDIII | Certificate | 6/20/2010-6/25/2010 | N/A | Employed by City |

**Please note:** The data collected in your Quarterly Progress Report provides vital information that can have a direct impact on future funding for our grant programs. Forwarding your success stories and photos as part of our requests is further evidence of how rural youth training is crucial to building a strong workforce for Alaska. Thank you in advance for your cooperation.